

**STATE OF WASHINGTON
DEPARTMENT OF GENERAL ADMINISTRATION**

***SPACE
ALLOCATION
STANDARDS***

October 2000

PURPOSE

This document establishes space allocation standards for state leased and owned office space. It also provides instruction on its application and describes how to proceed with requesting GA space planning services.

This document was created with the following goals in mind:

- To provide a decision-making tool for agencies, GA and OFM on facility space planning
- Utilize current concepts such as the universal workstation and the peripheral circulation plan.
- Address the needs of cross-functional and self-directed work teams, telecommuting, and shared space.
- Provide new ideas about "officing".
- An easy to use and understand document.

To these ends, all job category descriptions have been eliminated when determining how much space an agency should plan for. The bottom line is simply 215 BOMA Rentable square feet per person allocated in whatever distribution the agency program requires. It is believed that the universal workstation (open-office), with its various configuration options, meets the needs of most agencies. Examples of workstation configurations can be found in the Appendix. The open-office approach is preferred, because of its inherent efficiency, cost effectiveness and improved heating, ventilating, and air conditioning systems. In addition, peripheral circulation (where private offices are located in the center of the building, leaving the window areas open) allows more people to benefit from natural light.

INTRODUCTION

Space planning is a cooperative effort between the client agency and the Department of General Administration. The client agency would provide GA with space requirement information so that suitable space may be designed or leased in a cost-effective manner. In the event that the space plan requires specialized needs (e.g., special computer or client services areas), the services of a planning consultant may be required. When a planning consultant is not required, the agency would work directly with a GA architect.

DETERMINING SPACE NEEDS

The standard space allocation in leased office space averages 215 BOMA Rentable Square Feet (RSF) per person. (Refer to the GA and BOMA Standard Methods for Measuring Floor Area in Office Buildings). This “average” includes a workstation or private office, support space, internal circulation, and non-assignable common areas. Due to programmatic needs, an agency may choose to use the “space allocation standard” or the “functional programming standard allowance”. Generally, “typical” agencies of smaller and medium size use the “space allocation standard” while larger and/or more specialized agencies use the “functional programming standard allowance”. (Functional programming requires an Exemption request.)

1. Standard Space Allocation:

Table A represents average space allocation per person. Table B represents average space allocations for "special areas".

Table A

Standard SPACE ALLOCATION per person	RSF/person
Average workstation size (64 sf plus) , small office allowance	90
Support Space: reception, conference, meeting, equipment, copy, etc.	55
Internal office circulation	35
Common areas: stairs, elevators, etc.	35
Total Space Allocation per person	215

Additional space also known as “Special Area Allowance” may be required to meet program needs. When requesting additional space, agencies should categorize their needs using the list below. Please keep in mind that each category must be fully justified.

Table B

SPECIAL AREA ALLOWANCE	
Class and Testing Rooms	Actual Space Required
Laboratories	Actual Space Required
Libraries	Actual Space Required
Private Offices	Actual Space Required
Public Auditoriums	Actual Space Required
Oversized Reception Areas	Actual Space Required

Other	Actual Space Required
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Add internal circulation and external common areas: 50% of the sum of table B

The **total** space an agency requires is the **sum** of Table A and Table B **plus** 50% of Table B for internal circulation and non-assignable external common area. That is approximately 215 square feet per person, including the special areas.

2. Functional Programming ~~Standard~~ Allowance For Unique Agency Requirements:

If the Standard Space Allocation computation does not meet the agency's needs due to unique and special circumstances, the client agency may request to use the Functional Programming and itemize each type of space. This type of Space Request requires director approval when it is submitted.

This detailed Functional Programming requires that space be defined by the activities performed by each employee. This includes equipment needs, storage, private meetings and confidentiality requirements. In addition, spaces that house group activities such as large conference rooms and training rooms etc. are also included. If an agency does not have a space planner on staff with this expertise, then GA can provide or contract for this service. This is a re-imbursable expense.

Please see in the Appendix examples of state agency floor plans.

The bottom line is, (whether standard space allocation or functional programming standard method is utilized) the program should ensure that the space is being efficiently utilized.

SPACE PLANNING GUIDELINES

Open Offices

The use of systems furniture in open office plans is strongly encouraged under either planning scenario. Open offices require less floor space, allow simpler, more efficient air distribution and maximize the availability of natural light. When staff functions require intermittent privacy, the agency should consider adding smaller conference rooms. Good design practice utilizes partitions with a maximum height of 5'-4". These higher partitions can support over-counter or upper storage units. These should be positioned perpendicular to the exterior windows. Lower partitions should be used parallel to windows, allowing natural light to reach interior work stations.

Private Offices

For most state programs, a **maximum of 10% of personnel may be housed in private offices**. The need for private offices is based upon the following functional requirements:

1. Responsibility level of at least deputy director at division level, supervising 40 or more staff; or

1. Responsibility for sensitive investigations on a daily basis; or
2. Personnel compensation and performance reviews for a daily minimum of four hours; or
3. At least five hours per day of documented confidential meetings; or
4. Supervision of 10 or more staff; 25% of time spent in confidential counseling; or
5. Five hours per day of confidential conversations.

Alternatives to Private Offices

Some programs require confidential telephone conversations, staff/supervisor meetings or client/staff interviews. In these cases, consider instituting a series of small conference rooms as an alternative to private offices. These small conference rooms will serve as multipurpose space for interview, telephone conversations, work sessions and conferences.

HOW TO REQUEST SPACE

The Space Request form found in the Appendix is used to formally request that GA acquire leased space on a client agency's behalf. This form includes a Space Planning Data Sheet for computing space requirements. The client agency director or designee is required to certify that the requested space is necessary and that all information is current and correct. OFM now requires review and approval of funding before the Space Request is submitted to GA.

Upon receipt of the Space Request, GA will coordinate with the client agency to identify specific design requirements, layout and necessary equipment. Space allocations will be based on the standard 215 RSF per person plus special area requirements, or the approved functional programming standard as described above.

When the Space Request has been verified and approved by GA, then GA will initiate actions to acquire, design, and construct the necessary leased space on behalf of the client agency. The client agency is responsible for installing special equipment and contracting for moving expenses.

DEFINITIONS

1. Assignable Area

Office, storage, special, and internal circulation areas required by the tenant.

2. B.O.M.A.

Building Owners and Managers Association. This organization has developed a nationally accepted standard method of measuring and calculating floor area in leased space.

3. Confidential Conversation

Conversations between employees and clients which may not be disclosed to third parties consisting of matters involving personal or operational security, confidential legal issues, confidential investigations, personnel counseling and medical or financial matters. **Policy development, research and exercising supervisory responsibility over subordinate employees is not considered confidential conversation.**

4. Net Square Feet

The floor area required for each office workstation including space between adjacent desks, but excluding common aisles within a work area used for internal circulation. The space contained within the walls of a private office.

5. Non-assignable Area

The area that is not occupied by agency personnel or furnishings, consisting of mechanical rooms, toilets, custodial rooms, general circulation space, stairs and elevators.

6. Office Support Area

Space assigned to an agency for reception, conference, common equipment and storage.

7. Office/Workstation Area

Private offices and workstations used in performance of normal office activities.

8. Open Landscape

Office planning that integrates function, aesthetics, acoustics, lighting and placements characterized by free-standing panels and systems furniture rather than private offices.

9. Person

Full Time Equivalent

10. Private Office

A workspace fully enclosed by hard walls, with its own doors. Private offices should be located in the interior of a leased space, so as not to obstruct staff access to natural light. Interior windows (relights) increase transparency and enhance the availability of daylight.

11. Special Areas

Agency-unique spaces such as laboratories, auditoriums, training facilities, examination rooms, computer server mainframes/server rooms, libraries, shipping and receiving areas, storage for special equipment, vaults, receiving areas, customer service areas, and public information counters. Such areas may require special electrical, mechanical, security, floor and data cabling systems.

Space allocation for major reception and customer service areas should assume occasional overcrowding of lobbies, waiting rooms and reception areas and should not attempt to satisfy worst-case conditions.

12. Systems Furniture

Modular workstations, components and panel systems used in open office environments.

13. Universal Workstation

A planning module of 80 square feet (nominal 8 ft x 8 ft including half a 3 ft aisle) based on an open office furniture system, with several possible worksurface/storage configurations.

**DEPARTMENT OF GENERAL ADMINISTRATION
DIVISION OF REAL ESTATE SERVICES**

SPACE REQUEST



REQUESTING AGENCY _____

UNIT TO OCCUPY SPACE _____

CITY _____

DATE _____

Space Request No. _____ (From RES)

PLEASE NOTE: In compliance with the certification that funds are available (page 2 of 6), and in the event your agency cancels services provided by the Division of Real Estate Services and the Division has invested significant time on this project; your agency may be charged for the work at the appropriate reimbursable rate.



STATE OF WASHINGTON

SPACE REQUEST

STATEMENT OF JUSTIFICATION

(ADDED STAFF, PRESENT FACILITIES INADEQUATE, LEASE EXPIRATION, NEW UNIT ACTIVATED, ETC.):

ALTERNATIVES CONSIDERED BEFORE REQUESTING NEW SPACE AND REASONS FOR REJECTION



STATE OF WASHINGTON
SPACE REQUEST

(PLEASE TYPE OR PRINT)

OFFICE USE ONLY

DATE OF REQUEST

DATE OCCUPANCY OR
ACTION NEEDED

SPACE REQUEST NUMBER

REQUESTING AGENCY

PERSON TO CONTACT

AGENCY UNIT TO OCCUPY REQUESTED SPACE

TELEPHONE NO.

PRESENT ADDRESS

I CERTIFY THAT THE REQUESTED SPACE IS NECESSARY AND FUNDS ARE AVAILABLE TO IMPLEMENT THIS REQUEST AND THAT ALL INFORMATION IS ACCURATE.

TYPE NAME

TYPE TITLE

AUTHORIZED SIGNATURE (requesting agency) AGENCY HEAD OR DESIGNEE

ACTION REQUESTED

- ☐ EXTEND LEASE # _____
☐ MODIFY LEASE # _____
☐ RENEW LEASE # _____

- ☐ LEASE NEW SPACE *
☐ TERMINATE EXISTING LEASE # _____
☐ LEASE OF STATE-OWNED PROPERTY
☐ OTHERS (describe on reverse side)

EXERCISE OPTION FOR:

- ☐ ADDITIONAL TERM
☐ ADDITIONAL SPACE
☐ PURCHASE

* NEW SPACE INCLUDES ANY SPACE NOT SPECIFICALLY INCLUDED IN A CURRENT LEASE HELD BY THE REQUESTING AGENCY.

FOR

- ☐ SAME SPACE ☐ DIFFERENT SPACE ☐ ADDITIONAL SPACE ☐ OTHER (Describe)

TYPE OF SPACE

- ☐ OFFICE ☐ LABORATORY ☐ WAREHOUSE ☐ STORAGE ☐ LAND ☐ BOAT MOORAGE
☐ OTHER (Specify)

(COMPLETION OF PAGES 3-6 REQUIRED FOR OFFICE SPACE OR LABORATORIES ONLY)

LOCATION DESIRED:

CITY

COUNTY

SPECIAL LOCATION FACTORS: _____

AGENCY OPERATIONS: WILL AGENCY OPERATIONS (1) INCREASE LESSOR'S NORMAL OPERATING COST AND OR (2) EXTEND BEYOND NORMAL BUSINESS HOURS?

☐ YES ☐ NO (Explain) _____

FEATURES DESIRED: (Leased Space Only)

LEASE TERM _____ YEARS, STARTING _____, _____ AND ENDING _____,
FIRM TERM _____ YEARS, CANCELLABLE AFTER _____, _____ ON _____ DAYS PRIOR NOTICE

- ☐ OPTION PROVIDING _____
☐ OTHER (Specify) _____

RENT TO INCLUDE: ☐ JANITORIAL SERVICES AND ALL UTILITIES IN STD LEASE FORM EXCEPT
 ☐ ALL ALTERATIONS NADA TENANT IMPROVEMENTS
 ☐ _____ PARKING SPACES



STATE OF WASHINGTON
PRESENT OCCUPANCY STATUS OF SUBJECT AGENCY UNIT:

SPACE REQUEST

NOW HOUSED:

☐ IN STATE-OWNED BLDG

☐ IN LEASED SPACE

☐ NOT HOUSED

☐ OTHER (Describe)

PRESENT LEASE NO. _____

PRESENT RENTAL AMOUNT \$ _____ MONTH

EXPIRATION DATE OF PRESENT LEASE _____,

PRESENT LEASE CANCELLABLE AFTER _____, _____, ON _____ DAYS PRIOR NOTICE

PRESENT LEASE OPTIONS PERMIT ☐ EXTENDING TERM TO _____,

☐ ADDING _____ SQ. FT. SPACE AFTER _____, _____ ON _____ DAYS NOTICE

SPACE PLANNING DATA SHEET

DATE

FOR OFFICE USE ONLY

SPACE REQUEST NUMBER

NAME OF REQUESTING AGENCY

CONTACT PERSON

TELEPHONE

OFFICE/WORKSTATION SPACE ALLOCATIONS

NUMBER OF PERSONNEL

CLASS CODE	CLASSIFICATION TITLE	SPACE CODE	PRESENT	* YEAR	* YEAR	STANDARD NET SQ. FT.	ALLOWABLE NET SQ. FT.
TOTAL AUTHORIZED PERSONNEL					A.		
TOTAL OFFICE WORKSTATION AREA			10% Private Offices/90% Open Space				B.
AVERAGE SQ. FT. PER WORKSTATION			Divide total "B" by total "A" (Standard Allowance is 80-90 sq. ft.)				

* NO. YEARS PROJECTED GROWTH

OFFICE SUPPORT AREAS

Reception/Conference

RECEPTION AREAS/ROOMS	SPACE CODE	ALLOWABLE SQ. FT.	QUANTITY PRESENT	QUANTITY *	SQUARE FEET

USUAL ALLOWANCE IS 3.3 sf X TOTAL 'A' = ____SF

TOTAL RECEPTION AREAS

CONFERENCE AREAS/ROOMS	SPACE CODE	ALLOWABLE SQ. FT.	QUANTITY PRESENT	QUANTITY *	SQUARE FEET

USUAL ALLOWANCE IS 8.7 sf X TOTAL "A" = ____SF

TOTAL CONFERENCE AREAS

* 5-Year Projection

Equipment and Furnishings

* 5-Year Projection

NOTE: Attach additional sheets, if needed.

SPECIAL AREAS/ROOMS

SPECIAL AREAS/ROOMS (i.e., Labs, Classrooms, Etc.) Provide description and justification for each.	SIZE WIDTH X DEPTH	QUANTITY	SQUARE FEET

SPECIAL REQUIREMENTS: ☐ EXTRA STRENGTH FLOORS
☐ SECURITY SYSTEM
☐ OTHER

	A. TOTAL SPECIAL AREAS/ROOMS	
	B. TOTAL ALL OFFICE SUPPORT AREAS (page 5)	
	C. TOTAL OFFICE/WORKSTATION AREA (page 3, total 'B')	
	D. TOTAL WORK SPACE AREA (Add Lines A & B & C)	
	E. TOTAL INTERNAL CIRCULATION (Add 25% of Line D)	
	F. ASSIGNABLE SPACE REQUIRED (Add Lines D & E)	
	G. NON-ASSIGNABLE COMMON AREAS (20% of Line F)	
	H. TOTAL GROSS/RENTABLE AREA (Add Lines F & G)	

TOTAL ASSIGNABLE SQ. FT. PER PERSON: Divide Line F by Total 'A' from page 3
(Standard Allowance is 156-209 sq. ft.)

MISCELLANEOUS REQUIREMENTS:

PARKING SPACES	STATE CARS
	OTHER
	TOTAL

OTHER

INSTRUCTIONS FOR COMPLETING GENA-1253 SPACE REQUEST

INSTRUCTIONS FOR PAGE 1 OF 6

Statement of Justification: The requesting agency must justify why it is necessary for the state to secure additional leased space. The justification may include additional agency programs, growth

or other factors causing the increase in leased space for the requesting agency. The information provided in this space will determine if the request is processed or returned for further justification.

Alternatives Considered Before Requesting New Space and Reasons for Rejection: The requesting agency must explain how this request compares to utilizing already existing state-owned or leased space. In addition, this request should be discussed in comparison to know future needs and why consolidation or collocation should not be considered and how this request relates to space requests already pending in the Department of General Administration.

INSTRUCTIONS FOR PAGE 2 OF 6

Date of Request: Date Space Request Form was sent to the Division of Real Estate Services Group from the client agency.

Date Occupancy or Action Needed: Required date for occupancy of space acquired by client agency.

Requesting Agency: The client agency that is making the request.

Person to Contact: **The client agency's single point of contact.**

Agency Unit to Occupy Requested Space: **The specific unit, bureau, division, office or agency that will occupy the space requested and for whom the space will be designed.**

Telephone Number: The phone number of the client agency's single point of contact.

Present Address: Present address of the unit, bureau, division, office or agency that is requesting the space.

Financial Certification Statement: Agency head or designee must certify that the agency has sufficient funds to implement the request before the Department of General Administration processes any requests.

Action Requested: Client agency requests a specific action to extend current lease, to modify current lease, to renew current lease, to lease new space, to terminate existing lease, to lease state-owned property; to exercise land options, such as requesting additional term of land option; to request additional acres; to purchase land for lease development; and other. In the "FOR" block check the type of space needed for the action requested.

Type of Space: Specify type of space requested. Note that completion of pages 3 through 6 are required for office space and laboratories only.

Location Desired: Do not specify a facility or piece of property. This will be accomplished through the Division of Real Estate Services Group's real estate process. Instead, indicate a desired city, county, or location within a jurisdiction, i.e. east Seattle, a particular area defined by street boundaries, special location factors such as access to public transportation, proximity to a county court house, etc.

Agency Operations: Will operations require more than normal building operating costs; does the agency work beyond normal operating hours 8:00 AM to 5:00 PM? This information is needed for building owners.

Features Desired: Indicate length of lease term (1 year, 2 years, 5 years), starting date, ending date, firm term of lease or include a cancellation clause. Indicate any options and what they should provide. Indicate other lease provisions you require. Tell us if the rent should include janitorial services and all utilities in the standard lease and indicate exceptions. Indicate if the rent should include alterations and tenant improvements. How many parking spaces are needed?

Present Occupancy Status of Subject Agency Unit: Indicate the present occupancy status of your agency's unit now and the specific location and the status terms and options of the present lease at that location.

INSTRUCTIONS FOR PAGE 3 OF 6

Date: Date form completed.

Name of Requesting Agency: Self-explanatory.

Contact Person: Person who completed square footage analysis.

Office/Workstation Allocation: Complete a space analysis of all personnel, by department of Personnel classification codes and position titles, that are to occupy the new space. Include any vacant positions you reasonably expect to fill. For projected growth include only positions expected to be authorized and filled by end of that fiscal year. Do not include positions not physically located within your agency space. Do include field or seasonal positions requiring a dedicated or shared workstation. Enter the space code and square footage allocation for each position from the "Standard Office/Workstation allocations", State of Washington Space Standards Manual. For classifications where a space code has not yet been identified, complete an "Individual Workstation Survey" (GENA-1254).

Number of Personnel: Enter number of personnel in each category. In the columns marked "*" show projected staff for 2 to 5 years. Total the 5-year projection column to show the number of staff to be housed in the facility, which may be for a 5-year lease or longer if for a lease development project. Design and construction time should be considered in larger lease development projects, which take 2 years. Staff projections for those projects would normally be 7 years (2 years construction + 5 years occupancy). Multiply the "Personnel Projection" and the "Standard Square Feet Allowed" columns to arrive at the allowable square feet by position. Total the column in Category B and post to line C, page 6.

Attach a current organization chart for the personnel planned to occupy this facility; identify as attachment "I." Complete an adjacency criteria form (attachment "II") for each section to be included in this space request.

Average Square Feet Per Workstation: Divide the "Total Workstation Area" sum 'B' by the "Total Authorized Personnel" sum 'A'.

INSTRUCTIONS FOR PAGE 4 OF 6

Office Support Areas: Complete a space analysis of office support areas required by the agency using the five-year growth projection. Refer to the "Area Standards" from the "Space Standards Manual" to select the space codes and square footage allocation for each area identified.

Reception Areas/Rooms: Select the size of reception area required from the "Area Standards", based on the seating accommodations required on a daily basis in a typical situation. Do not select a requirement based on a "worst case" scenario. Total the square feet required for reception

areas. The usual allowance for reception requirements is 3.3 square feet multiplied by the number of authorized personnel. The total square feet of reception space requested should not exceed this sum unless adequate justification for additional space is provided.

Conference Areas/Rooms: Select the appropriate size and number of conference rooms from the "Area stands", again figuring the capacity of each area on average size meetings held on a regular basis. Total the square feet required for conference areas/rooms. The usual allowance for conference requirements is 8.7 square feet multiplied by the number of authorized personnel. The total square feet of conference space requested should not exceed this sum unless adequate justification for additional space is provided.

INSTRUCTIONS FOR PAGE 5 OF 6

Office Support Equipment/Areas: Identify all office support areas required by the occupying agency. Include storage and supply areas, reproduction areas, file areas, and equipment not located in individual workstations. Indicate any common area workstations in this section which are not assigned to specific personnel. Refer to the "Area Standards" for equipment/areas. The usual allowance for common equipment/areas is 36.7 square feet multiplied by the number of authorized personnel. The total square feet of space requested should not exceed this sum unless adequate justification is provided.

Total All Office Support Areas: Total the square feet requested for reception, conference (from page 4) and office support equipment/areas (page 5) and post to line B, page 6. The usual allowance for office support areas is 48.7 square feet multiplied by the number of authorized personnel. The total space requested should not exceed this sum unless adequate justification is provided.

INSTRUCTIONS FOR PAGE 6 OF 6

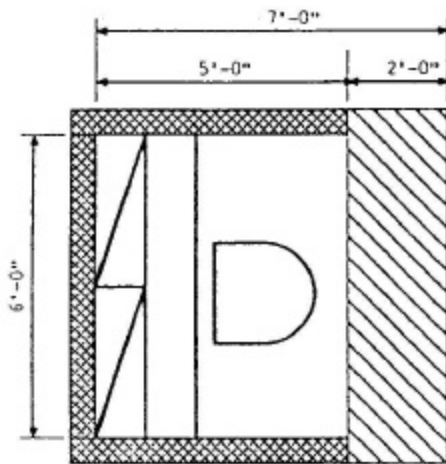
Special Area/Room Requirements: Identify all special areas required by occupying agency. Include laboratories, classrooms, maintenance shops or any other special space that requires either enclosure by full height walls or special treatment within the general office environment. Indicate the size and special requirements necessary for each identified space (i.e. fireproofing, climate control, lockable security, exhaust/venting, heavy floor loading, special HVAC, etc.). provide justification for each special area. Total the square feet for special areas on line A.

Total Space Requirement:

- A. Total Special Areas/Rooms
- B. Total All Office Support Areas (from page 5)
- C. Total Workstation Area (from page 3, total "B")
- D. Total Work Space Area (Add Lines A & B & C)
- E. Total Internal Circulation (Add 25% of Line D)
- F. Assignable Space Required (Add Lines D & E)
- G. Non-Assignable Areas (Add 20% OF Line F)
- H. Total Gross/Rentable Area (Add Lines F & G)

Total Assignable Square Feet Per Person: Divide the "Assignable Space Required" Line F by "Total Authorized Personnel" sum "A" from page 3.

Miscellaneous Requirements: Indicate number of parking stalls required. Advise us of any other requirements needing to be addressed.



SP

42 NSF

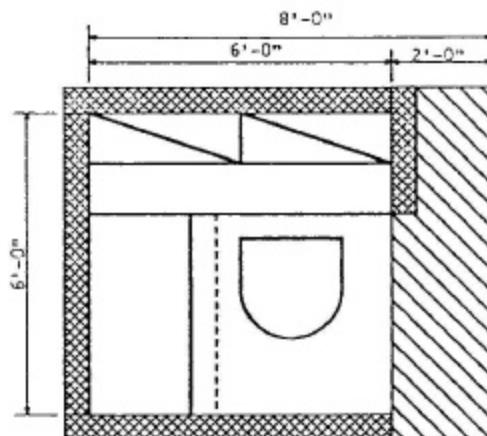
30 Usable

SP Options

Filing: 24"-48"

Storage: 72"

Worksurface: 6'



OS-1

48 NSF

36 Usable

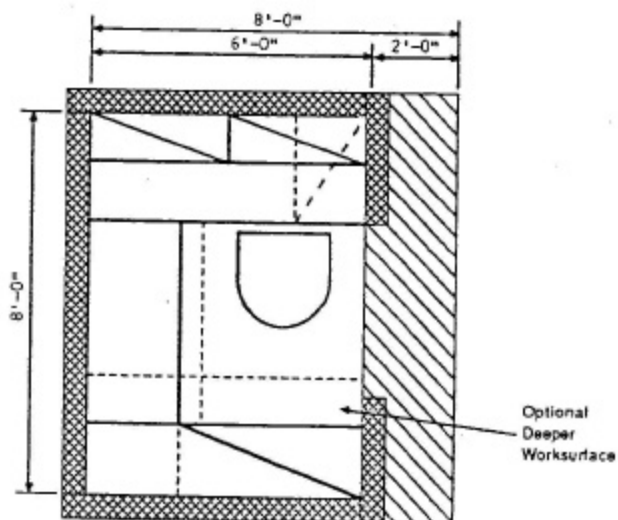
OS-1 Options

Filing: 24"-192"

Storage: 72"-192"

Worksurface: 6"-10'

OFFICE/WORKSTATION AREA STANDARDS - Open Systems Workstations

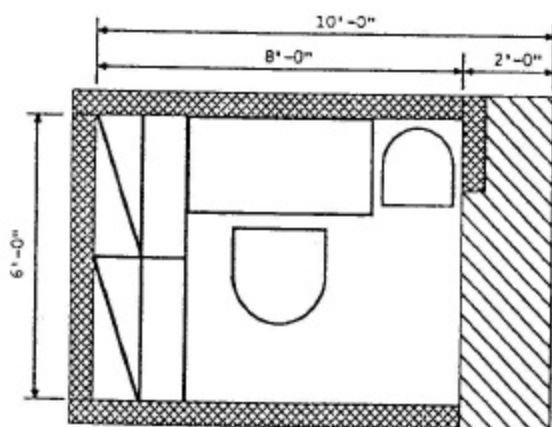


OS-2

64 NSF
48 Usable

OS-2 Options

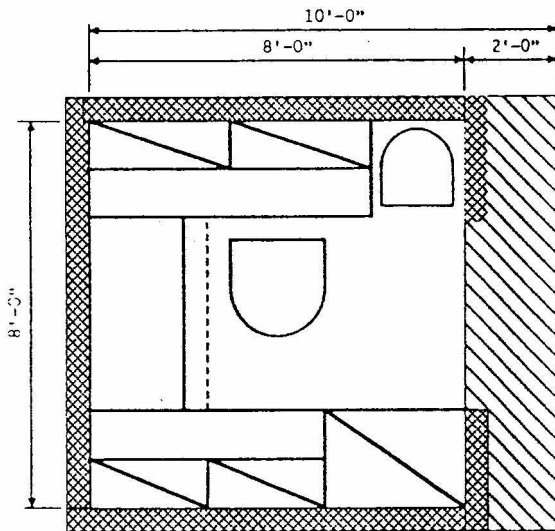
Filing:	24"-288"
Storage:	72"-264"
Worksurface:	6'-16'
Extra Seating:	1



OS-2A

60 NSF
52 Usable

OFFICE/WORKSTATION AREA STANDARDS - Open Systems Workstations



OS-3

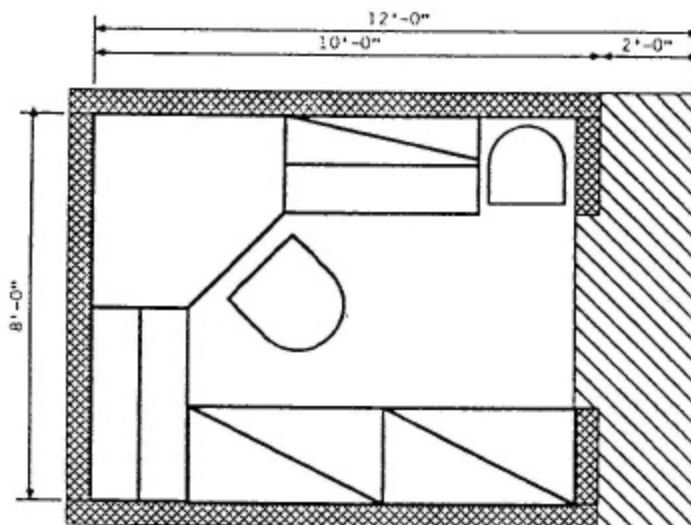
80 NSF

64 Usable

OS-3 Options

Filing:	24"-288"
Storage:	120"-408"
Worksurface:	8'-20'
Extra Seating:	2

OFFICE/WORKSTATION AREA STANDARDS - Open Systems Workstations

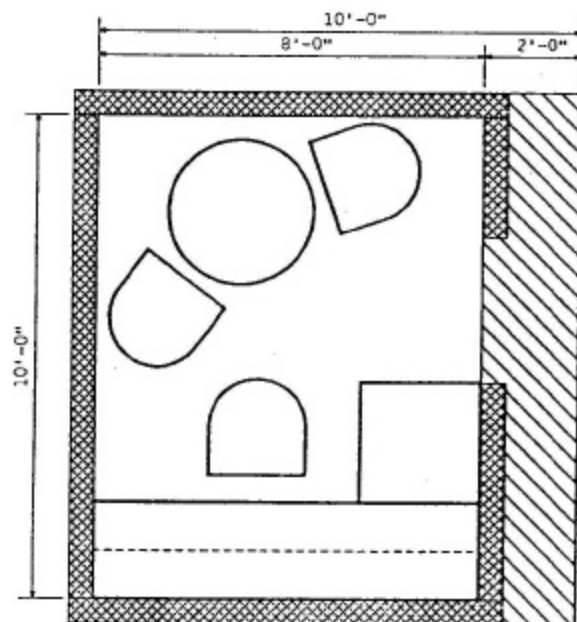


OS-4

96 NSF
80 Usable

OS-4 Options

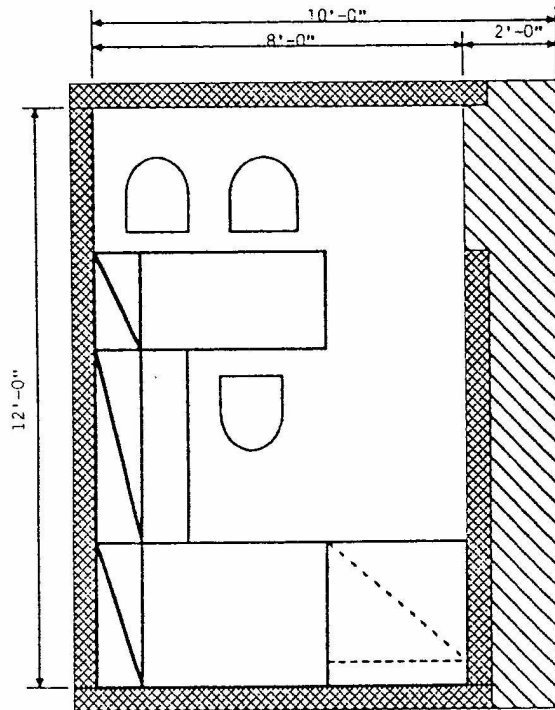
Filing:	24"-480"
Storage:	96"-480"
Worksurface:	8'-24'
Extra Seating:	4



OS-4A

100 NSF
80 Usable

OFFICE/WORKSTATION AREA STANDARDS - Open Systems Workstations



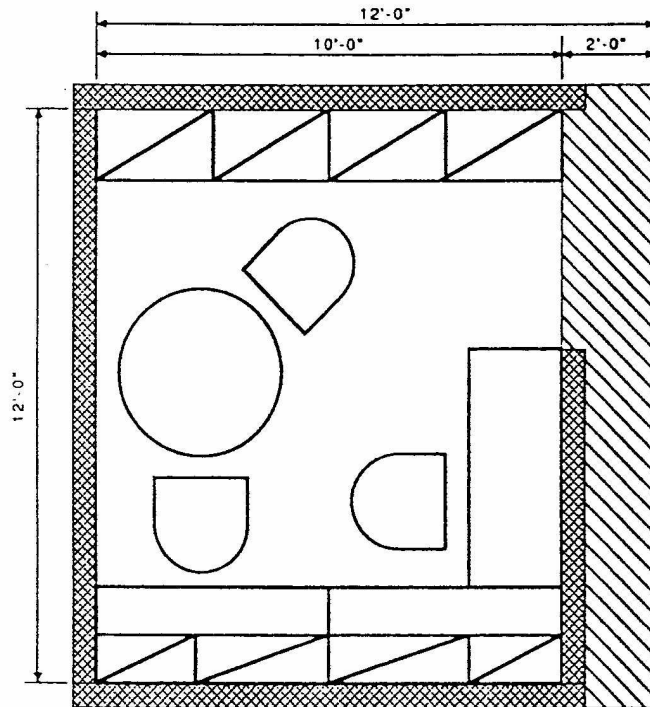
OS-5

120 NSF
96 Usable

OS-5 Options

Filing:	24"-384"
Storage:	180"-564"
Worksurface:	14'-21'
Extra Seating:	4

OFFICE/WORKSTATION AREA STANDARDS - Open Systems Workstations

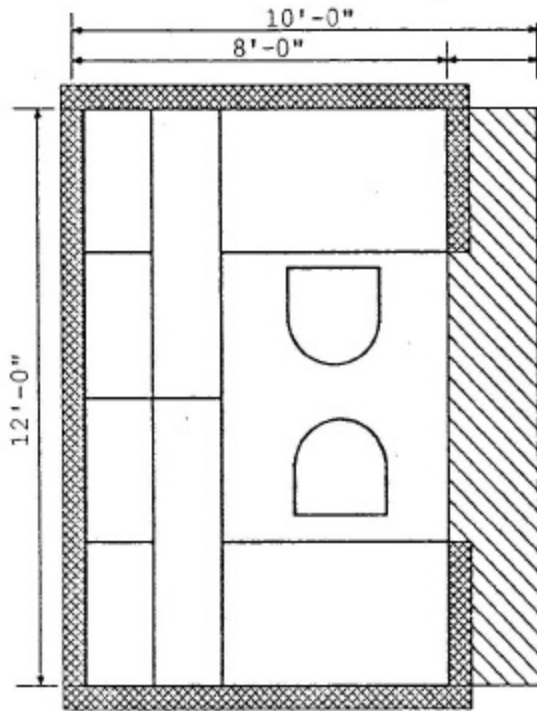


OS-6

144 NSF
120 Usable

OS-6 Options

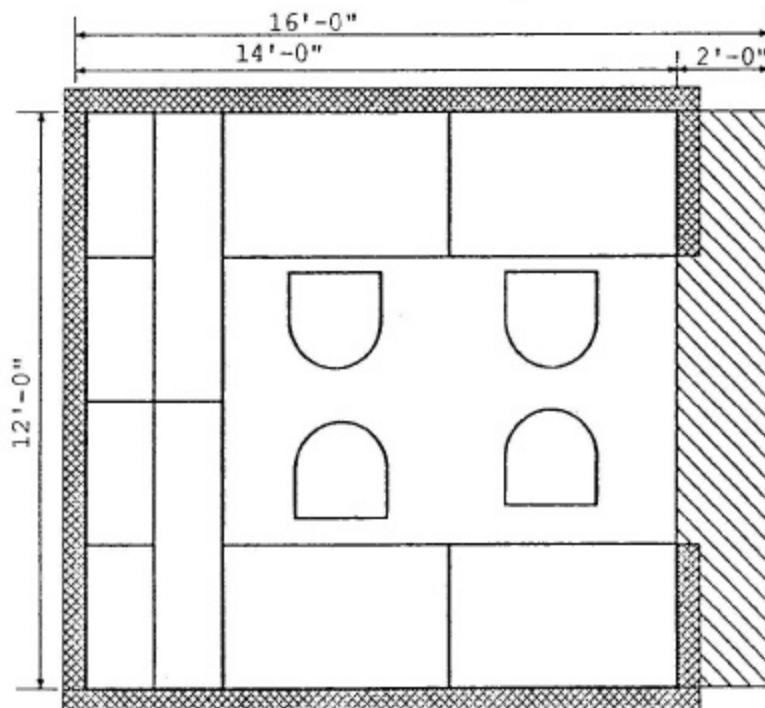
Filing:	24"-672"
Storage:	120"-840"
Worksurface:	10'-20'
EDextra Seating:	4

**SW-2**

Shared Workstation
120 NSF

SW-2 Contents

Filing:	48"-96"
Storage:	144"
Worksurface:	20'

**SW-4**

Shared Workstation
192 NSF

SW-4 CONTENTS

Filing:	96"-192"
Storage:	144"
Worksurface:	36'